

**NATIONAL SECURITY AGENCY  
CENTRAL SECURITY SERVICE  
FORT GEORGE G. MEADE, MARYLAND**



**PERSONNEL MANAGEMENT LETTER**

Published in advance of incorporation in the NSA/CSSPMM. File with Chapter 340. Retain until revised or rescinded.

Number 7-1975  
Reference

19 March 1975

**NSA/CSS CAREER EVALUATION SYSTEM**

1. Purpose. To revise the NSA/CSS Career Evaluation System to make the Inventory of Attributes, Form PlB, Compatible with the provisions of Public Law 93-579, The Privacy Act of 1974. The changes implemented by this Letter will:

- a. Remove the caveats on Form PlB and Form PlA which restrict the forms to management use only;
- b. Delete the instruction that the Inventory is not to be discussed with the employee; and
- c. Delete the section on assessing readiness for promotion. Rating supervisors are not required to show or discuss the Form PlB with the employee. However, on or after 27 September 1975, the implementation date of the Privacy Act of 1974, an employee may request to see any Form PlB, pertaining to him or her, which is on file in the Office of Civilian Personnel.

2. Actions to be Taken.

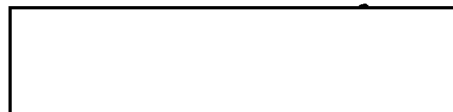
- a. Effective immediately and until receipt of revised forms, all Forms PlB, Inventory of Attributes, and Forms PlA, Work Force Assessment Data Collection Sheet, will be modified by the rating supervisor as shown in Inclosures 1 and 2 to this Letter.

b. Section 3 of PMM Chapter 340, NSA/CSS Career Evaluation System, will be changed and annotated as follows:

(1) Paragraph 3-1a is amended by deleting the words, "assess the individual's readiness for promotion;".

(2) Paragraph 3-2 is amended by deleting the last sentence in the paragraph;

(3) Use the attached Appendices in lieu of those on pages 14-18 of the PMM Chapter.



Chief,

M3

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Incls:

a/s

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